Fraternity and Sorority Affairs

Rutgers
Camden

Shared Values Accreditation Program
2014-2015
The Shared Values Accreditation Program’s purpose is to provide Rutgers-Camden Fraternities and Sororities with a management tool to measure overall chapter success. This program provides the fraternities and sororities with the opportunity to monitor and improve their own activity and performance. The Office of Fraternity and Sorority Affairs has established this program with incentives tied to chapter performance and participation.

The goals of this program are:
- To set basic chapter operation expectations between Rutgers-Camden and its recognized fraternities and sororities.
- To aid chapters in their efforts to improve in the areas of academic achievement, chapter management, recruitment & retention, membership development, campus and community involvement and external relations.
- To monitor, evaluate and provide feedback and recognize these efforts.
- To provide additional support and guidance to a chapter in need.

The program is broken down into six sections. The points attainable for each section are listed below. Chapters will fall within four levels (gold, silver, bronze and in need of improvement) based on the percentage of overall points they receive.

<table>
<thead>
<tr>
<th>Section</th>
<th>Points Available</th>
<th>Points Received</th>
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<tbody>
<tr>
<td>Academic Achievement</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Chapter Management</td>
<td>49</td>
<td></td>
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<tr>
<td>Recruitment &amp; Retention</td>
<td>39</td>
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<tr>
<td>Membership Development</td>
<td>78</td>
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<tr>
<td>Campus &amp; Community Inv.</td>
<td>27</td>
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<tr>
<td>Chapter Presentation</td>
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<td><strong>Total</strong></td>
<td><strong>225</strong></td>
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**Levels**

**Gold Chapter:** Excellent: Well above expectations, received 90-100% of points available

**Silver Chapter:** Good: Above expectations, received 80-89.9% of points available

**Bronze:** Fair: Meets expectations, received 70-79.9% of points available

**In Need of Improvement:** Poor: Does not meet minimum expectations, received less than 70% of points available

The Shared Values Accreditation Program and forms can be downloaded from the Office of Fraternity and Sorority Affairs website. All submissions are due to the OFSA. Failure to submit materials on time may result in loss of privileges or recognition from the OFSA. Questions regarding the Annual Report can be directed to the Coordinator of Fraternity & Sorority Affairs.
Master Calendar for Due Dates: Fall 2014/Spring 2015

All documentation for accreditation must be submitted no later than 5pm on Friday, December 12, 2014 (Fall) and Friday, April 10, 2015 in your binder, unless listed below or stated otherwise in the criteria.

**Fall 2014 Semester**

Submissions due by Friday, September 12th:

- Notice of Intake/New Member Process
- Anti-hazing contract
- Chapter Calendar-Fall 2014
- New Member Education Calendar/Program-Fall 2014

Within 1 week from the start of the New Member Program:

- New Member Packets

First 1:1 Presidents Meeting must be completed by: Friday, September 26th:

- Bring completed Action Plan to the meeting.

Binder with all Fall 2014 documentation due by 5pm om Friday, December 12, 2014

**Spring 2015 Semester**

Submissions due by Friday, January 30th:

- Notice of Intake/New Member Process
- Chapter Calendar-Spring 2015
- New Member Education Calendar/Program-Spring 2015

Within 1 week from the start of the New Member Program:

- New Member Packets

First 1:1 Presidents Meeting must be completed by: Friday, January 30th:

Binder with all Spring 2015 documentation due by 5pm om Friday, April 10, 2015
Tips for Completion

- **Documentation:** Keep track of criteria completion throughout the year, even when materials aren’t due. Keep all records in the accreditation binder and make sure to add to it immediately after an event or program throughout the year. This will ensure your materials are not lost or misplaced. You will find you have an excellent record of things your chapter has accomplished. These materials can also be helpful for your inter/national reports/requirements as well.

- **Transition:** If your chapter transitions officers at the end of each calendar year or semester ensure that the accreditation program is a part of your transition process. New officers will need to understand the program to ensure your chapter continues to be successful in meeting and tracking criteria through the year.

- **Delegation:** The chapter president should not be solely responsible for making sure the program gets completed and documents are submitted. Various officers and chapter members should be familiar with the program and its requirements. They should also be responsible for documenting the chapter’s efforts. For example, the recruitment chair should be responsible (in part) for documenting and tracking the criteria in the Recruitment and Retention section.

- **Communication:** Discuss the chapter’s progress in completing the program. Every member should buy into this process and is responsible for the chapter’s success. Spend time at chapter meeting discussing the program and outlining the chapter’s plan to meet the expectations set up in the program. Invite chapter members to help with various components of the chapter’s effort. Ask the OFSA staff and your advisors for help. Whatever you do, do not wait till last minute.

- **Action Planning:** Set goals as a chapter. What is realistic for your chapter to accomplish? How can your chapter setup their efforts? Discuss the areas in which you are already successful and those in which you can improve. Setting goals and making those goals widely known will help your chapter understand where to place efforts appropriately and invite all chapter members into the process. Remember goals should always be SMART:
  - **Specific** (who/what/when/where?)
  - **Measurable** (how will you know when it’s completed?)
  - **Attainable** (can you do it?)
  - **Relevant** (why should you do it-based on your values and vision?)
  - **Time-Bound** (realistic timeframe to complete each step of the goal)
Academic Achievement

Fraternities and sororities at Rutgers-Camden must demonstrate they provide academic support for individual chapter members and support an atmosphere of intellectual advancement within the organization. A strong scholarship program includes both recognition and accountability measures and develops innovative ways to help members. Chapters should show how they structure opportunities for academic support, recognition, and accountability for the organization and individual members.

A. Academic Support

1. The chapter has an appointed academic chairperson all year who is responsible for monitoring members’ academic performance and arranging special programs to meet the chapter’s and individual member’s needs in this area.

   __/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals. If the chapter doesn’t have a specific officer in charge of scholarship/academics, describe who in the chapter is responsible for overseeing academics and what their duties entail.

2. The chapter has an academic plan that shows how members are supported and held accountable. Please be sure to include the chapter’s minimum GPA requirement.

   __/3 Documentation: Submit a copy of the academic plan. The plan must include requirements and support for all members (new and initiated). The plan must include the chapter’s academic goals and detail how each component will support the chapter’s effort to reach its academic goal. The plan should also include campus resources/services, any programs mandated by the inter/national organization, study hours, academic workshop, mentoring/tutoring systems and any incentives program. The plan should address how members are held accountable if they do not meet the GPA requirement set forth by the chapter. The GPA requirement to hold office should be included.

3. Chapter sends representative to the Scholarship Roundtable to learn and share programming ideas for academic success.

   __/4 Documentation: OFSA will provide confirmation that representatives attended the roundtable.

4. The chapter will plan/organize at least one initiative/program yearly to support faculty relations (not just staff) at Rutgers-Camden.

   __/3 Documentation: Provide a copy of the attendance list, program/agenda that includes time, date and location and a program description. Other relevant materials such as email correspondence, newsletter, photos, etc. are encouraged.
5. The chapter will plan/organize at least one academic program for active and new members each semester. At least 75% of the chapter must be in attendance.

Documentation: Provide a copy of the attendance list, program/agenda that includes the time, date and location as well as a program description.

B. Academic Performance

1. The chapter is at or above the all men’s or all women’s average for cumulative GPA each semester from the most current data available. Chapters that do not meet this expectation will be awarded points based on the scale below.

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<tr>
<th>Amount Below</th>
<th>Points</th>
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<tr>
<td>.001-.050</td>
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<tr>
<td>.201-.250</td>
<td>1</td>
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<td>.251 or more</td>
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Chapter Management
The fraternity and sorority community at Rutgers-Camden expects all of its chapters to reflect basic chapter management functions ranging from financial management to meeting and constitution requirements.

A. Office of Fraternity and Sorority Affairs

1. Attend monthly one on one meeting with the OFSA.
   __/8 Documentation: List of meeting dates and who attended.

2. Submit Action Plan to the OFSA detailing chapter goals for the year by September 26th.
   __/4 Documentation: OFSA will verify that the chapter submitted this document.

3. Attend monthly Presidents Meeting.
   __/8 Documentation: OFSA will provide confirmation that representative attended the meeting.

4. Notify the OFSA of any official visits from a inter/national representative/consultant or regional advisor prior to their arrival so that the OFSA has the opportunity to set up a meeting with this individual.
   __/1 Documentation: OFSA will verify that this meeting took place.

B. Chapter Operations

1. Membership rosters are fully updated via RU-Linked at least twice a semester, at the beginning and end of the semester. Updates are also made when membership changes (new members added; member transfers, graduate, etc.)
   __/4 Documentation: Submit a copy of the RU-Linked roster

2. Updated Constitution and Chapter Bylaws are on file with the OFSA.
   __/1 Documentation: Submit both documents to the OFSA annually. If your inter/national organization restricts sharing of the constitution, a letter from the headquarter or alumni/graduate advisor on official letterhead paper must be submitted stating this policy and confirming the chapter is in compliance with the Constitution.

3. Current copy of the organization’s one-page certificate of insurance that must name Rutgers-Camden additionally insured is filed with the OFSA annually. This must be requested of the inter/national organization or insurance carrier.
   __/1 Documentation: Submit a copy of the certificate of insurance.

4. Calendar is submitted at the beginning of each semester and includes all chapter activities, meetings, events, etc.
DOCUMENTATION: Submit calendar and brief narrative explaining how the activities reflect the chapter’s values and priorities.

C. Financial Management & Good Standing

1. The chapter has an officer who is in charge of the chapter's treasury.
   __/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals.

2. The Chapter sends representative to the Treasurers workshop.
   __/4 Documentation: OFSA will provide confirmation chapter representation for the workshop.

3. Chapter creates and maintains a budget for all finances.
   __/6 Documentation: Submit budget detailing both income (dues, fundraisers, etc.) and expenses, and a brief narrative explaining how the budget reflects the chapter’s values and priorities. If your inter/national organization restricts sharing of the budget, a letter from the headquarter or alumni/graduate advisor on official letterhead paper must be submitted stating this policy and confirming the chapter is in compliance with their finances.

4. Chapter is current with payments with its inter/national headquarters.
   __/3 Documentation: Letter from headquarters (on official letterhead) must be submitted confirming financial good standing of the chapter.

5. Chapter provides documentation that outlines specific chapter and new member dues breakdown.
   __/6 Documentation: Provide a copy of the breakdown that is given out to new members.
Recruitment/Intake and Retention

A. Recruitment/Intake
The purpose of recruitment/intake is to present the opportunity for non-affiliated students at Rutgers-Camden to become a member of the community. Recruitment/intake efforts of fraternities and sororities should include as many students as reasonably possible who desire membership within these organizations. This process should be open and honest, and introduce prospective members to all phases of a chapter’s activities and to the personal and financial responsibilities that membership entails.

1. Chapter has an officer/chairperson in charge of recruitment. Documentation should include a list of his or her responsibilities.
   __/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals.

   __/6 Documentation: This is a detailed plan that should include the chapter’s intentions and approach in attracting and recruiting new members. This plan is to be future-oriented and must be submitted even if there is no membership intake in a given semester. Explain how the chapter’s recruitment/intake process is a reflection of the organizations values. You can submit a copy of the inter/national recruitment/intake program for your organization; however keep in mind that this action plan must be chapter specific and outline how the chapter will generate interest in membership continuously throughout the year.

3. __/6 The chapter follows recruitment guidelines as outlined in the RGC/Panhellenic constitutions and does not engage in the practice of “dirty rushing.”

4. The chapter hosts an Interest or Informational Meeting.
   __/6 Documentation: Provide dates, times and locations as well as any flier/brochure used for advertisement. If your inter/national organization does not allow for this, you must show another way your organization seeks out membership.

B. New Member Education/Program

Following the recruitment period, New Member Education is intended to provide new members with knowledge and information. This is a time when new members are oriented to the history, values and culture of the inter/national organization and the chapter.

1. Submit New Member Calendar/Program
   __/6 Documentation: The new member calendar and program can be submitted to the OFSA in the chapter’s preferred format. This should be a detailed “syllabus” for the new member program/intake, including specific dates and topics addressed. For culturally-based organizations, the Intake process is often inclusive of both the recruitment and education of new members. A program calendar or outline must be
submitted by groups who intend to conduct intake, regardless of whether or not the approval from regional/national has been granted. Please keep in mind that a new member program/intake should not exceed eight weeks. Any extensions should be submitted at least two weeks before the eight week period.

2. Submit a list of potential new members so the OFSA can conduct grade checks. __/2 Documentation: Submitted list of potential new members. This will be kept on file in the OFSA but the chapter should keep a copy as well. This list is due before any bids/invitations are extended.

3. Sign and returned New Member Packets __/2 Documentation: Submitted signed New Member Packet. This will be kept on file in the OFSA but the chapter should keep a copy as well. This is due a week after the start of the New Member/Intake program.

4. At least 75% of new members are initiated each semester the organization take new members/conducts intake. __/6 Documentation: Each chapter will retain 75% of their new member from the acceptance of the bids/invitations through initiation. List the number of new members who accepted a bid/invitation and how many members were initiated. If you had any new members drop from the new member/intake process, please state why.

5. Sign and returned New Member Drop forms __/2 Documentation: Submitted signed dropped forms are due with 72 hours of the new member being released from New Member/Intake process,

6. New members must be added to the chapter’s roster via RU-Linked with all required information complete. __/2 Documentation: OFSA will verify that this is completed. This is due within a week of members being initiated.
Membership Development

A. Risk Reduction and Management

Fraternities and sororities at Rutgers-Camden are expected to comply with University regulations and are subject to local, state, and federal law. It is important the community allows for opportunities to participate in or receive additional education on this topic to allow for members to make educated choices.

1. Chapter elects or appoints an officer responsible for risk management. The risk management position ensures that all chapter events follow all the RGC/Panhellenic/IFC, Rutgers-Camden, state, and inter/national headquarters guidelines, as well as FIPG guidelines for all chapter social events.
   __/1 Documentation: Provide the name and contact information of the officer as well as their job description. If the chapter does not have a risk management position, describe who in the chapter is responsible for risk management and what their duties entail.

2. Chapter submits risk management policy to the OFSA annually.
   __/1 Documentation: Print and submit inter/national risk management policy.

3. The chapter has 80% of its member attend the Social Compliance workshop.
   __/6 Documentation: OFSA will provide confirmation that members attended the workshop. This will be kept on file but the chapter should have a copy of the list for their own records.

4. The Chapter sends representative to the Social Host Liability workshop.
   __/4 Documentation: OFSA will provide confirmation chapter representation for the workshop.

5. Chapter hosts or attends at least two risk management programs/workshops annually involving an outside presenter each year with at least 75% attendance.
   __/6 Documentation: Provide a copy of the attendance list, program/agenda that includes time, date, and location as well a program description. Program can be on risk-related issues such as sexual assault prevention. They do not need to solely focus on alcohol/drugs. Additional materials used for the workshop/program should be submitted such as handouts, presentations, etc.

6. Chapter has not been found responsible for violating any Rutgers-Camden or OFSA policies.
   __/1 Documentation: OFSA will confirm any violations. If the chapter has been found in violation of the Rutgers-Camden or OFSA policies, submit a narrative detailing the incident and how the chapter responded.

7. Chapter has not been found responsible for violating any policies of their inter/national organization.
B. Chapter Standard and Member Accountability
Chapters have the right to hold members accountable to policies and standards set forth by the organization. Excellent chapters have strong systems established for new and active members on expectations and accountability. Chapters with fully functioning self-governance are those chapters that successfully uphold their values and ideals and continually help members live out their membership obligations and their responsibility to the university community.

1. Chapter has a functioning standards/judicial board within the chapter or the organizational structure.
   __/1 Documentation: Provide the number of members on this board as well as a description of their role and responsibilities. Also include when and how often the board met.

2. Chapter members are aware of member expectations (academic requirements, appropriate behavior, etc.)
   __/1 Documentation: Provide a description of how all members are made aware of their expectations. Feel free to attach any documentation of resources that are shared with the members. This can be a social contract or a specific part in your by-laws.

3. Provide a narrative addressing how your chapter attempts to educate members on the Rutgers-Camden Student Code.
   __/1 Documentation: Submit a narrative detailing how this is done.

C. Leadership Development
Leadership is one of the four pillars of OFSA; we value campus involvement and leadership as central features of the fraternity and sorority experience. By being involved in student organizations and leadership roles, we will in turn develop our members into future leaders in their profession. We also encourage participation in inter/national headquarter and OFSA provided opportunities.

1. Chapter is engaged with their inter/national organization. This can include regular communication with the organization and/or attendance at their inter/national convention, leadership schools, any type of regional conference and other sponsored leadership opportunities.
   __/1 Documentation: Submit a narrative describing this relationship/engagement. List any members who have attended conferences as well as the name, date and description of the program.

2. Chapter sent required number of members to attend the 2014 Summer Retreat
3. Chapter sends required number of members to attend any speaker the OFSA host. (i.e. NHPW Speaker, Greek Week Speaker, etc.)
   __/6 Documentation: OFSA will confirm the chapter’s participation in the workshop.

4. Chapter participates in an annual officer transition program.
   __/3 Documentation: Provide a description of the program. Be sure to include dates and a narrative detailing how your chapter transitioned officers. Attach a copy of the agenda for the transition or any materials used during the program.

D. Membership Development

1. Chapter elects or appoints an officer in the chapter who is responsible for maintaining and building sisterhood/brotherhood.
   __/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals. If the chapter doesn’t have a specific officer responsible for sisterhood/brotherhood, who in the chapter is responsible for this and what do their duties entail.

2. Chapter sends representative to the Event Planning Workshop.
   __/4 Documentation: OFSA will provide confirmation chapter representation for the workshop.

3. Chapter holds at least two alcohol-free sisterhood/brotherhood activities each semester with at least 50% of the chapter in attendance. These events may include chapter retreats, outings, innings, etc. Please keep in mind that community service events do not count as sisterhood/brotherhood activities.
   __/12 Documentation: Provide a copy of the attendance list, notification of the activity that includes time, date and location as well as photos and a program description.

4. Chapter has an annual recognition program/initiative for its members. This program or initiative may be conducted in collaboration with an alumni or graduate chapter or regional organizational structure.
   __/3 Documentation: Provide a copy of the program/agenda that includes time, date and location as well as photos and program description.

5. Chapter has a system for engaging senior members and provides opportunities for them to stay involved.
   __/3 Documentation: Provide a copy of the program/agenda that includes time, date and location as well as photos and program description of the engagement of seniors during the year.

6. The chapter demonstrates an effort to maintain and/or improve alumni programs designed to keep alumni involved in chapter activities and chapter news.
Documentation: Provide a copy of the program/invitation that includes time, date, and location as well as photos and a program description. If the chapter creates a newsletter that is distributed, please include that with an attached list of recipients.

E. Ritual

Ritual is what brings all members of a fraternity or sorority together. It is an expectation that chapters regularly perform their ritual. Ritual services are an opportunity to re-engage and educate members in the purpose and values of the organization. This should also be a time of reflection. Members should be expected to "live their ritual" on a daily basis. Chapters should conduct educational programs or initiatives that help members actively reflect on how the organization’s ritual can become a part of their daily lives.

1. Chapter elects or appoints an officer who is responsible for conducting ritual, educating members on ritual and ensuring ritual materials are working and are secure.
   __/1 Documentation: Provide the name and contact information of the officer as well as their job description. If the chapter does not have a specific officer responsible for ritual, who in the chapter is responsible for ritual and what do their duties entail.

2. Chapter performs ritual services at least 4 times yearly.
   __/12 Documentation: Provide the names, dates and locations of the services/ceremonies (officer installation, formal pledging/intake, induction/initiation, chapter presentation of new members/probates, founders’ day, etc.)

3. Chapter hosts or attends at least one ritual awareness/education workshop or program annually that reviews the importance of ritual and the inter/national organization’s values. 75% of the chapter must be in attendance.
   __/3 Documentation: Provide a copy of the program/agenda outline that includes time, date and location as a program description. Additional relevant materials can be provided such as photos, certificates, etc.
Campus and Community Engagement

One of the most important pillars of the Rutgers-Camden fraternity and sorority population is campus and community engagement as it is important that the membership recognizes the responsibility of being an engaged member of the University, local, and national communities.

A. Community Service

Through community service, chapter members volunteer their time and services to help the community. This service may include participating in an alternative spring break trip, coordinating a park clean up or adopting a classroom in an elementary, middle or high school. Please keep in mind that event that include fundraising or collecting good does not count as service, they are philanthropy.

1. Chapter has an elected or appointed officer who coordinates hands-on community service projects/opportunities.
   \_\_/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals. If the chapter does not have a specific officer responsible for coordinating community service in the chapter, describe who in the chapter is responsible for this as well as their duties and goals.

2. Minimum of ten community service hours per semester, per member.
   \_/6 Documentation: Each semester the chapter will track individual members’ hour and submit the cumulative hours listed by individuals. Also, total the number of hours completed by the organization and the total number of chapter members that served. Include separate list for the fall and spring semester. Rosters should match the RU-Link roster.

3. Chapter organizes one service project/event per semester. Please keep in mind the hours members attend the event will not be included in the ten service hours they must accomplish as an individual.
   \_/6 Documentation: Submit a description and reflection of the event including the dates and location, in addition to flyers, agenda, program outlines, attendance list, pictures and any other documentation that was used during the event.

B. Philanthropy

Philanthropy is providing tangible gifts or contributions to a cause. Every organization has a cause that they raise money toward throughout the academic year. This organization can either be one identified by your inter/national organization or one that the local chapter identifies.

1. Chapter has an elected or appointed officer who focuses on coordinating philanthropy opportunities for the chapter.
   \_/1 Documentation: Provide the name and contact information of the officer as well as their job description and goals. If the chapter does not have a specific officer
responsible for this, describe who in the chapter is responsible as well as their duties and goals.

2. Chapter host or co-sponsors at least one philanthropy event per year.
  __/1 Documentation: Submit the name of the benefitting organization and proof of a donation. This can be a letter from the organization, or a copy of the check. Include the name, date and location of the event, number of members involved, total money donated and a program description. Flyers, agendas, program outlines, attendance lists, pictures and other relevant documentation should also be submitted.

C. Campus Involvement
Fraternity and sorority members are involved in a number of ways throughout the Rutgers-Camden community. This involvement outside of a fraternity/sorority provides students, faculty and staff with an understanding of what it means to be a fully engaged in the Rutgers-Camden community.

1. At least 75% of the chapter membership is involved in an organization outside of the OFSA.
  __/6 Documentation: Each semester, submit separate member rosters listing what other groups they are involved in. If they hold any positions in the club/organization, please note it.

2. The chapter significantly participates in at least one campus wide event such as Welcome Back Week, Homecoming, Involvement Fair, Spring Fling, Domestic Violence Week, etc.
  __/6 Documentation: Submit a list of all chapter members involved in each activity.